Office of Radiation and Indoor Air (ORIA)
Work Assignment (WA)/Cooperative Agreement/Grant/Inter-agency Agreement (IAG) Quality Assurance Review Form

Reference: ORIA Quality Management Plan (QMP), ORIA Standard Operating Procedure 2

I. GENERAL PROJECT INFORMATION: (Check one ✓) You can Tab through the form!

Type: (✓)   WA   Cooperative Agreement   Grant   IAG   Internal work project

Brief descriptive project title:
   (You can copy/ paste in)

WA Manager or Assistance or IAG Project Manager:

Government estimate: $ Duration: months

Determine if this work assignment, grant, cooperative agreement, or IAG requires formal environmental data quality assurance or quality controls. Does it: (✓ if applicable)

   Involve the direct measurement of environmental conditions or releases, including sample collection, data analysis, evaluation, and reporting of environmental data?

   Involve the collection and use of environmental data pertaining to the occupational health and safety of personnel in EPA facilities (e.g., indoor air quality measurements) and in the field (e.g., radiation dosimetry); involve accident and incident monitoring?

   Involve characterizing environmental or ecological systems and the health of human populations?

   Involve the design, construction, and operation of environmental technology by EPA?

   Involve the use of environmental data from other sources or collected for other purposes, including literature, industry surveys, compilations from computerized data bases and information systems, or results from computerized or mathematical models of environmental processes and conditions?

   If   none of the above, you may proceed to Section III.

II. PROJECT PLANNING CONSIDERATIONS: (✓ as applicable)

   Identify your customer(s) (or stakeholders) and their needs and expectations, for the results of the work to be performed. This includes identifying the project goal, objectives, and questions and issues to be addressed. You then identify the technical and quality goals that meet their needs and expectations.

   Identify applicable standards, specifications, statutory, and other requirements you must comply with.

   Consider potential risks or problems (e.g., budget overrun) and tolerable error (quantitative or qualitative) by considering their consequences, such as making incorrect interpretations or wrong decisions. Consider the impacts and consequences of uncertainty (lack of knowledge) and variability.

   Identify quality assurance (QA) and quality control (QC) requirements to establish quality (e.g., independent review, in-process and final inspection and testing, precision, accuracy, QC samples, data quality assessment, level of detail in documentation, document and record retention requirements, validation and verification of data, audits and assessments) and any needed reports (e.g., test, assessment, deficiency). Each project may also require QA reports as deliverables.

Identify if peer involvement is required and when it will be conducted (e.g., now or later). All major scientific and technical work products used in decision making will be peer reviewed. These products are documents or positions that are used to support a research agenda, regulatory program, policy position or other Agency position or action. The "Managers Planning Checklist for Peer Review" in the Peer Review Handbook will assist you.

Consider any cost and schedule constraints for your project and its activities.

Consider acceptance criteria for the result or measures of performance by which the results will be evaluated and customer satisfaction will be determined.

Translate the technical and quality goals and requirements into your project technical requirements (or project specifications) in your WA, IAG, grant, or cooperative agreement that will produce the desired result. Use a graded approach based on the intended use of the results and the degree of confidence needed in the quality of the results.

Each project involving environmental data must have quality objectives (e.g., data quality objectives or DQOs) defined to meet the project objectives and a written plan (i.e., Quality Assurance Project Plan or QAPP) developed from the DQOs. Say how to develop or modify the quality objectives and plan, (e.g., reference EPA's "QA/G-4, Guidance for Data Quality Objectives Process" for DQOs and QA/R-5, "EPA Requirement for Quality Assurance Project Plans for Environmental Data Operations" for a QAPP). When developed, QAPP's are approved within EPA by the EPA Project Manager or WAM and by the Quality Assurance Manager (QAM). QAPPs must be approved prior to any data gathering work or use, except under special circumstances.

III. OBTAIN CONCURRENCES AND APPROVALS: (✓ as applicable)

If your project...	And if it...	Then...
has activities that involve environmental data		review and concurrence of the work assignment, grant, cooperative agreement, or IAG package by the Quality Coordinator (QAC) or QAM is required.
is over $25,000		concurrence of your package by the QAC or QAM is required.
has no activities that involve environmental data	is $25,000 or under	QA review is not required. Mark all QA signature blocks "N/A"for "Not Applicable" on this form and enclose it with the project package.
requires a Quality Assurance Project Plan (QAPP)		approval of QAPP by the QAM will be required.

QA Coordinator (QAC) or ORIA QA Manager (QAM)   Project Officer:

_____   _____

Signature   Signature

_____   _____

Date   Date